

ESF Coordinator

Stillwater County Disaster and
Emergency Services

Primary Agencies

Support Agencies

Stillwater County IT Department (M&M)
Stillwater County Facilities Department
Stillwater County Finance Department
City of Columbus IT Department
City of Columbus Finance Department

Montana Department of Natural Resources and
Conservation (DNRC)
Bureau of Land Management (BLM) -Billings
Interagency Wildfire Supply Cache

Introduction

Purpose

Emergency Support Function (ESF) #7 – Logistics and Resource Support addresses two critical needs during a disaster/emergency. Without the ability to support responders they can become ineffective or additional victims themselves. Logistics utilizes resources available from the whole community to support the efficient delivery of supplies, equipment, services and facilities. It also facilitates logistical planning, technical assistance and incident response needs that ensure the ability of responders to complete their tasks and meet the needs of disaster survivors.

Scope

ESF #7—Logistics and Resource Support is activated during incidents or potential incidents requiring significant management of supply chain functions in support of a local incident.

Scope includes coordination of resource sourcing; acquisition; delivery of supplies, equipment and services; resource tracking; facility space acquisition; transportation coordination; management and support of information technology (IT); and other administrative services.

Its specific activities within the scope include the following Primary Functions:

Supply Chain Management & Planning: Manage and provide for the integration of whole community supply chain/ logistics that provides the resources (equipment, supplies and services) for incidents requiring resource and/or logistical support.

Support that cannot be provided by a local government, support agency or government partner (Mutual Aid) may be addressed through direct procurement or donations if funding and coordination is available. SC DES works with the appropriate purchasing officer representing the Responsible Party (RP) or government agency to obtain required funding and/or approval. This purchasing officer representative should be part of the EOC team under the Finance Section working within their agency policies, state and federal law.

Facilitate Communication in the Supply Chain: Facilitate and ensure communication and collaboration among supply chain/ logistics support elements and incident management.

Policies

Table 7-1. Policies

General	<ul style="list-style-type: none">• ESF #7 is activated by SC DES upon notification of a potential or actual incident or event that requires a logistics and/or resource support.• ICS and NIMS principles shall be followed for all emergencies or disasters.• Actions initiated under ESF #7 are coordinated and conducted cooperatively with federal, state agencies, incident management officials and with private entities as required.• Purchasing completed will be within the agency policy of Stillwater County, another local government jurisdiction involved in the incident or the RP as well as state and federal laws.• Documentation will be kept as best possible under emergency/disaster circumstances for donations, in-kind work and through partners. Documentation for purchases will follow agency/ organizational policy as well as state and federal laws.• Reimbursement may be provided through state or federal emergency/disaster funds, government programs or other sources, as available.
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Concept of Operations

General

SC DES organizes the ESF staff and support agencies based upon the core functional areas described in succeeding paragraphs. ESF #7 organizes and coordinates the capabilities and resources of the local government to complete resource sourcing; acquisition; delivery of supplies, equipment and services; resource tracking; facility space acquisition; transportation coordination; management and support of information technology (IT); and other administrative services.

ESF #7 is scalable to meet the specific needs of each incident, based upon the nature and magnitude of the event, the suddenness of onset, and the availability of local resources.

Support agencies will provide assistance under the Incident Command System in place to the ESF Coordinator and Primary Agencies in line with their agency mission and functions. All personnel shall follow ICS and NIMS principles while executing their duties associated with ESF #7.

Table 7-2. Functional Categories, Actions & Responsibilities

	ESF Primary Agency	ESF Responsibilities
Supply Chain Management & Planning	SC DES	<ul style="list-style-type: none"> • Coordinates resource sourcing/ acquisition (purchasing); delivery of supplies, equipment and services; resource tracking; facility space acquisition; transportation coordination; management and support of information technology (IT); and other administrative services • Coordinates resolution of conflicting operational demands for Logistics and Resource Support resources • Determines logistical and resource needs of ESF #7 personnel • Determines need, completes and submits cost reimbursement paperwork for purchasing activities as reimbursement is available. (eg. State/Federal reimbursements on declared incidents)
Communication in the Supply Chain	SC DES	<ul style="list-style-type: none"> • SC DES, as the ESF #7 Coordinator provides information to the Unified Command Group through the chain of command for the duration of the incident. • Coordinates primary and support agencies for planning and operational needs. • Communicates status of resources coming in from out of area. • Ensures coordination of operational needs during the planning cycle. • Provides incident and situational reports and assessments as required.

Organization—Response Structure

ESF #7 operates under the direction of SC DES. SC DES will identify and provide a coordinator based on the assistance needed for an ESF #7 incident.

When an incident or incidents require assistance from more than one of the ESF #7 functions, or activation of multiple ESFs from this EOP, SC DES may delegate leading individual functions to ad-hoc emergency employees. Ad-hoc emergency employees provide a regional point of contact that represents ESF #7 in its dealings with the Emergency Operations Center or Multiagency Coordinating Groups (MAC Group). The Director of the SC DES may supervise ad-hoc emergency employees.

Signatures

We, the undersigned, understand our roles and responsibilities as outline in ESF #7.

Carol Arkell, Coordinator
Stillwater County Disaster and Emergency Services